



Records Clerk

City of Miami Gardens, FL. (107,000)

Posted Date: 05/21/10

Deadline: 06/04/10, or until filled.

Starting Salary: \$36,750 min. to \$45,939 mid./DOQ

Nature of Work:

This is a non-sworn, full-time, non-exempt position under general direction of the Records Supervisor. This is responsible, administrative, technical work involving maintaining arrest, incident, court and citation files generated by employees. Uses a varied software solutions and web based applications. An employee in this classification will assist in reviewing, maintaining, classifying and retrieving varied police records and files. Assignments involve a high volume of work with established deadlines. This position requires the exercise of independent judgment.

Minimum Requirements:

Graduation from an accredited high school or vocational school or GED, supplemented by business school courses in typing, data processing, and general office procedures. College level coursework with emphasis in Business Administration, Public Administration, Criminology, Criminal Justice, or closely related field desires. Two (2) year of law enforcement records experience required.

Applicants qualifying for employment will be subject to a polygraph examination and an extensive background screening.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622 - 8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace**